

Guidelines for Conducting Agreed-Upon Procedures For Arkansas Soil & Water Conservation Districts

AGREED-UPON PROCEDURES

Cash and Investments

1.
 - A. Perform a proof of cash for the year and reconcile year-end bank balances to book balance.
 - B. Confirm with depository institutions the cash on deposit and investments.
 - C. Agree the proof of cash ending balances to the book balances within 5% or \$500, whichever is greater.

Receipts

2.
 - A. Agree the deposits per the proof of cash for the year with the deposits per the journal within 5% or \$500, whichever is greater.
 - B. Agree 25 cash receipts to validated deposit.

Disbursements

3.
 - A. Agree the disbursements per the proof of cash for the year with the disbursements per the journal within 5% or \$500, whichever is greater.
 - B. Analyze all property, plant and equipment disbursements.
 - C. Analyze all payroll and travel disbursements.
 - D. Validate employee pay rates.
 - E. Analyze all credit card disbursements.
 - F. Select twenty-five (25) disbursements and determine if they were adequately documented.

Property, Plant and Equipment

4.
 - Determine that additions and disposals were properly accounted for in the records. (Materiality level - 5% of total equipment or \$500, whichever is greater.)

Long-Term Debt (if applicable)

5.
 - A. Schedule long-term debt and verify changes in all balances for the year.
 - B. Confirm loans, bonds, notes and contracts payable with lender/trustee/contractor.

Proof of Match

6.
 - Select ten (10) match receipts and compare to supporting documentation

Inventory

7.
 - A. Review inventory listing of district owned equipment for date of purchase and serial number of each item.
 - B. Select three (3) items to locate and validate existence and serial number.